



**Department of General Services  
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605  
(916) 375-4400 (800) 559-5529

**Broadcast Date: October 18, 2016**

**Bulletin #: F-05-16**

**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)**

**RE: Notice for Release of New EPP/SABRC FI\$Cal Job Aids**



The Department of General Services, Procurement Division (DGS/PD) hereby announces the release of FI\$Cal job aids for the Environmentally Preferable Purchasing (EPP) and the State Agency Buy Recycled Campaign (SABRC). These FI\$Cal jobs aids were written to help PACs and PCOs buy environmentally preferable purchases and report their EPP/SABRC purchases in FI\$Cal.

The FI\$Cal-EPP job aids cover the following topics:

- How to Purchase Through an EPP Item
- How to Apply a DGS Purchasing Standard
- How to Apply Third-Party Environmental Certifications
- How to Include Take-Back
- How to Apply SABRC
- How to Record EPP/SABRC in FI\$Cal

The FI\$Cal-EPP job aids are now available on the DGS/PD Buying Green website at:

- <http://www.dgs.ca.gov/buyinggreen/Home.aspx>  
Hover over the "General Info" tab and click on the "Buying Green in FI\$Cal" link.

A link to the FI\$Cal EPP job aids is available on the "Procurement - PO Job Aids" FI\$Cal site at:

- <http://www.fiscal.ca.gov/access-fiscal/procurementjobaids.html>

If you have any questions regarding this notification, please contact:

Ian Velazquez  
(916) 375-5973  
[Ian.Velazquez@dgs.ca.gov](mailto:Ian.Velazquez@dgs.ca.gov)